

Department: Probation

SPEC DISK

B5

Classification: Competitive

DOCUMENT 26

Grade: 10

PROBATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position involving responsibility for assisting probation officers in a local probation agency in selected tasks related to the various processes of probation service. An employee in this title may perform such tasks for a number of probation officers. The establishment of such positions enables probation officers to concentrate to a greater extent on individual, group, and community needs requiring professional attention and specifically to offer greater supportive assistance and supervision to persons serviced by the probation agency. Supervision may be exercised over volunteers and interns. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Monitors clients' compliance with court orders through office contacts as well as field work;

Assists probation officers in supervising probation caseload by interviewing both adults and juveniles;

Assists in supervising pretrial releases prior to the resolution of their court cases;

Assists in the supervision and referral activities of the Community Service Program;

Assists in preparation of Family Court Intakes and Juvenile Delinquency Intakes;

Assists probation personnel in the collection of DNA, urinalysis, alcohol breath analysis, electronic monitoring equipment and ignition interlock devices;

Assists in gathering, organizing, and verifying information for probation personnel from a variety of sources, including public and private social agencies, law enforcement agencies, courts, employers, etc;

Assists in verification of social and legal history data pertaining to individuals serviced by the probation agency;

Assists individuals serviced by the probation agency in completing questionnaires and other documents requiring written information;

Assists in establishing or maintaining contact with persons or organizations in the community that may provide necessary resources for individuals serviced by the agency;

Assists in compiling statistical data for a variety of projects and reports;

Helps to secure information from various individuals and agencies regarding conduct and progress of probationers;

May assist in resolving technical problems of probationers or others relating to housing, health care, Employment, or other essential matters;

Participates in staff development programs, in-service training conferences, workshops, seminars, and staff meetings and keeps abreast of probation, juvenile justice, corrections, or social work issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of social sciences, including sociology, psychology, and economics; Working knowledge of social service programs and other community resources; Working knowledge of factors related to crime and delinquency;
Interpret and prepare written materials; Sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminology, Sociology, Psychology, or closely related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in a field of human services dealing with the provision of social services and client casework; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENTS: Certain assignments made to employees of this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely and efficient manner.

Position regulated by New York State Division of Probation and Correctional Alternatives.

Revised: 09/24/2010